



DENVER FEDERAL EXECUTIVE BOARD

DENVER FEDERAL CENTER ♦ BLDG 810 ♦ ROOM 5014

PO Box 25567 ♦ DENVER CO 80225

PHONE 303 202 4588

FAX 303 202 4583

WWW.DENVER.FEB.GOV

DENVER FEB UNDER NEW MANAGEMENT!

DFEB QUARTERLY MEETING

Tuesday, April 28, 2009 ♦ 7:00 AM – 9:30 AM

Sheraton Denver West Hotel ♦ 360 Union Blvd. ♦ Lakewood CO 80228

WHO SHOULD ATTEND

- ♦ Agency Executives, Senior Managers, Supervisors, Employees, and Guests

THIS MEETING BEGINS AN EXCITING NEW ERA FOR THE DFEB!

- ♦ *Meet the new DFEB Executive Director*
- ♦ *Meet the Agency Executives nominated to serve on the DFEB Executive Committee*
- ♦ *Learn about Federal Workforce Opportunities for Wounded Warriors*
Greg Bittle, Chief of the US Dept. of Veterans Affairs Vocational Rehabilitation & Employment Program will guide you through the myriad of “Wounded Warrior” Programs and give you an opportunity to bring veterans into your organization at no cost or liability.
- ♦ *Understand how the NARA E-Records 9/30/09 DEADLINE affects your agency*
Mark Ferguson, Director of the Records Management Division will help you understand Section 207(e) of the E-Government Act of 2002, that requires your agency to have NARA approved records schedules for all records in existing electronic information systems by September 30, 2009.
- ♦ *Why should your agency participate on the ARRA Federal Leadership Council?*
Greg Lopez, Colorado District Director of the US Small Business Administration will share his vision for establishing the Federal Leadership Council for the American Recovery and Reinvestment Act of 2009 (ARRA Federal Leadership Council) to effectively and collaboratively communicate, coordinate, and market the benefits of your agency’s ARRA programs and initiatives to the media, the public, and Congress.

SCHEDULE

7:00 AM Registration / Buffet Breakfast / Networking
7:30 Welcome / Introductions / Program
9:30 Adjourn

REGISTRATION DEADLINE – APRIL 22, 2009

- ♦ For more information contact Gay Page at 303 202 4588 or gpage@denver.feb.gov
- ♦ Complete the Registration Form and return it with your payment by April 22, 2009



REGISTRATION FORM
DENVER FEDERAL EXECUTIVE BOARD ♦ QUARTERLY MEETING
April 28, 2009 ♦ 7:00 am – 9:30 am
Sheraton West Hotel ♦ 360 Union Blvd. ♦ Lakewood, CO 80228

ADDITIONAL ATTENDEES: Please have each person from your organization complete this section and send all completed forms with your payment.

NAME _____ WORK PHONE _____
ORGANIZATION _____ CELL PHONE _____
TITLE _____ EMAIL _____
ADDRESS _____ EMERGENCY CONTACT NAME _____
CITY/STATE/ZIP _____ EMERGENCY CONTACT PHONE _____
SPECIAL MEAL REQUESTS: N/A for this event. Attendees will select from a variety of choices at the breakfast buffet.
SPECIAL NEEDS REQUEST: WHEELCHAIR HEARING OTHER: _____

REGISTRATION DEADLINE APRIL 22, 2009

REGISTRATION POLICIES & INFORMATION

- Register by Mail, Fax or Email
- Payment must accompany registration
- Payment may be made by credit card or check
- Email address is required for confirmation receipts
- Program accurate at time of printing and is subject to change

CANCELLATIONS & REFUNDS

- Registration fees will be refunded, less a \$15.00 processing fee, if the cancellation request is received in writing (Mail, Fax or Email) by 5:00 PM on April 17, 2009.
- No refunds will be given after April 17, 2009
- You may send someone in your place

INDIVIDUAL REGISTRATION INCLUDES

- Breakfast Buffet for One attendee
- Meeting materials

SCHEDULE

7:00 AM Registration & Breakfast Buffet Open
7:30 Welcome & Program
9:30 Adjourn

FOR MORE INFORMATION CONTACT

Gay Page
303 202 4588
gpage@denver.feb.gov

FEES & PAYMENT INFORMATION

TOTAL

Individual \$28.00/person \$ _____

TOTAL PAYMENT ENCLOSED \$ _____

METHOD OF PAYMENT

CHECK ENCLOSED (*payable to DFEB*)

CREDIT CARD VISA MC

CARD # _____

EXP DATE _____ CVV CODE _____

NAME ON CARD _____

SIGNATURE _____

CREDIT CARD BILLING ADDRESS SAME AS ABOVE

CITY/STATE/ZIP _____

MAIL, FAX OR EMAIL REGISTRATION FORM(S) & PAYMENT TO

DFEB PO Box 25567 ♦ Denver CO 80225

FAX 303 202 4583

Email gpage@denver.feb.gov

DFEB EIN 84-0927682